

Cornwall Public Library
July 11, 2024
Regular Meeting Agenda

- I. Roll
- II. Approval of Agenda
- III. Approval of the Minutes:
 - A. June 12, 2024
- IV. Financial Review: scheduled for July 11 at 11 am
- V. Public Remarks
- VI. Communications/Donations
- VII. Director's Report – *See Google Docs*
- VIII. Committee Reports
 - A. Finance Committee
 - B. Policy Committee
 - C. Building, Garden, Grounds & Sustainability Committee
 - D. Friends
 - E. Personnel Committee:
 - a. Approve Hiring Pages: Rocco Cordisco, Keira (Isaac)Fogarty, Nina (Fritz) Guglielmucci; Patricia King, Ava Rich
 - F. Strategic Planning Committee
- IX. Unfinished Business
- X. New Business
- XI. Public Remarks
- XII. Adjournment

Next Regular Board Meeting **TBD**, 2024, 7 PM

**Cornwall Public Library Board of Trustees Meeting
June 12, 2024 7:00 p.m.**

Minutes

Meeting was *called to order* by Stephanie Wolf at 7:03 p.m.

I. Roll:

Trustees Present: Stephanie Wolf (President), Meghann Chyla (Vice President), Lynn Daniels, Julia Dahl, Michelle Query (Secretary)

Also: Charlotte A Dunaief (Director), Cathy Squillini (Minutes)

Public: Christopher DeFillippi, Amy Stermer, Brenda Goldfarb

II. Approval of Agenda: A *motion to approve* the agenda was made by Meghann Chyla, seconded by Michelle Query. Discussion: Add to X. New Business approval of Allison Barry as Treasurer starting June 14, 2024. The *vote to Approve the Agenda* as amended was unanimous.

III. Approval of the Minutes: A *motion to approve* the minutes of the Regular Board Meeting of May 22, 2024, was made by Lynn Daniels, seconded by Meghann Chyla, and unanimously approved.

IV. Financial Review: A. A *motion to approve* Warrant #11 in the amount of \$114,346.15 was made by Michelle Query, seconded by Lynn Daniels. Discussion: There are three payrolls in this Warrant. A *vote to approve* Warrant # 11 was unanimous.

V. Public Remarks: None

VI. Communications and Donations: The Director passed the folder of 'Communications and News clippings' for Board review. Ms. Mary Anne McEnery donated newspapers to the local history collection. Warren and Mary Mumford donated \$500 to CPL.

VII. Director's Report: See *Google Docs for full report*.

Youth Services is still without one employee. Two Pages moved up to Youth Services for the summer. Ms. Pam Stockton has been moved from part-time Circulation Clerk to part-time Reference Desk. Ms. Dawn Thornton was hired as a Librarian I, Adult Services starting May 23, 2024. TJ Dietsch was hired as a Circulation Clerk part-time.

The Director thanked Ms. Pam Hawks for her assistance in training the new Adult Services Librarian. Department Head training for the new KOHA system has begun.

The recent Community Forum event was very well received.

The Director is waiting for a response from Grace Riario along with a completed copy of the letter outlining the West Point agreement for library cards.

VIII. **Committee Reports:**

Finance Committee:

- a) A *motion was made* to approve budget transfers by Julia Dahl, seconded by Lynn Daniels. Discussion: A question was raised about why all of the transfers were listed on the form because the Director has the authority to sign off on transfers up to \$1,000. Also in the future perhaps the Approval Type (N/D/B) could be included on the form before approval rather than leaving it blank until after approval is given.

In reference to form itself, the explanation N/D/B should also include the reason for the approval type, and consideration should be given to including a space for the date of approval. The Director suggested that the Finance Committee address both items and clarify the form. A *Vote to approve* the budget transfers was unanimous.

- b) A *motion to accept* a \$500 donation from Warren and Mary Mumford was made by Julia Dahl, seconded by Michelle Query and unanimously approved.

Policy: The Card Holder Policy, Whistleblower Policy, and Petty Cash Policy are still under review by the Committee. Question: How long will CPL wait for a response on the West Point agreement? The Director suggested another month before moving forward. The Employee Handbook still has to go to the attorney for review. The Director reminded the Board that this review will cost approximately \$7,500.

Buildings, Grounds, and Sustainability: None

Friends: Friends will participate in the Arts on Main in town on June 14, weather permitting. They earned \$608 from the May Book Sale and \$21 from Riverfest. On July 27, 10:00 am to noon the Friends will hold a book sale and ice cream social. The current Friends Board was re-elected for a two-year extension. There are 12 members.

Personnel:

- a) A *motion to approve* the hiring of Dawn Thornton as full-time Librarian I - Adult Services was made by Meghann Chyla, seconded by Michelle Query and unanimously approved.
- b) A *motion to approve* the hiring of TJ Dietsch as part-time Circulation Clerk was made by Lynn Daniels, seconded by Michelle Query and unanimously approved.
- c) A *motion to approve* the promotion of Emerson Barth and Aiden KinKead to Library Clerk (Summer) was made by Meghann Chyla, seconded by Julia Dahl and unanimously approved.
- d) A *motion to accept* the resignation of Morgan Gagnon, Library Clerk was made by Michelle Query, seconded by Julia Dahl and unanimously approved.

Strategic Planning Committee: None

IX. Unfinished Business: None

X. New Business:

- a) A motion to approve the RCLS-IT Services proposal for 2025 was made by Julia Dahl, and seconded by Meghann Chyla. Discussion: It was discussed that the Director and Board will explore outsourcing IT within the next six months. The question of whether other libraries in the RCLS do this was raised and the answer is that some Libraries outsource their IT. Currently, CPL is in year three of a five-year contract. A *vote to approve* the RCLS-IT Services proposal for 2025 was unanimously approved (with reservations).
- b) A motion to approve the appointment of Allison Barry as Treasurer of the CPL Board beginning June 14, 2024, was made by Michelle Query, and seconded by Meghann Chyla. Discussion: Currently Ms. Barry is Treasurer of Friends of Cornwall Library. Could this be a conflict of interest? Answer: Ms. Barry indicated that she would remove herself as Treasurer of Friends, a non-paid, volunteer position. A *vote to approve* Allison Barry as Treasurer of the CPL Board was unanimous.

Before the meeting adjourned, Meghann Chyla (VP) publicly thanked Stephanie Wolf for her dedication and time serving on the CPL Board of Trustees. Stephanie Wolf thanked the Board for their work and support during her time on the board.

There was a discussion regarding a change in the date for the next Board meeting (both Reorganization and Regular Meeting) since some Board members have a conflict with the July 10 date. It was voted that July 1 was the best choice: 6:30 pm - Reorganization Meeting; 7:00 pm - Regular Board Meeting.

The next Warrant will not be ready on July 1, therefore a Special Meeting on July 11 at 11:00 am will be held specifically to vote on the Warrant.

XI. Public Remarks: None

XII Adjournment: A *motion to adjourn* was made by Meghann Chyla, seconded by Lynn Daniels, and unanimously approved. The Regular Board Meeting was adjourned at 7:50 p.m.

Reorganization Meeting will be held on Monday, July 1, 2024, at 6:30 p.m.

Regular Board Meeting will be held on Monday, July 1, 2024, at 7:00 p.m.

A Special Meeting of the Board will be held on Thursday, July 11, 2024, at 11:00 a.m.

(vote on Warrant #12)

Warrant #12 June 2024

Date	Transaction Type	Name	Amount
06/11/2024	Bill Payment (Check)	Aflac	-93.70
06/30/2024	Bill Payment (Check)	AWE Learning	-3,491.00
06/11/2024	Bill Payment (Check)	Benninger Landscaping LTD	-900.00
06/30/2024	Bill Payment (Check)	Blackstone Publishing	-77.90
06/30/2024	Bill Payment (Check)	Brenda Goldfarb	-43.50
06/30/2024	Bill Payment (Check)	Brodart Co	-291.07
06/30/2024	Bill Payment (Check)	Brodart Co- JUV	-2,563.72
06/30/2024	Bill Payment (Check)	Brodart Co.- McN	-610.75
06/30/2024	Bill Payment (Check)	Cengage Learning Inc/Gale	-795.20
06/30/2024	Bill Payment (Check)	Central Hudson Gas & Electric Corp	-2,500.00
06/30/2024	Bill Payment (Check)	Charlotte Dunaief	-24.10
06/30/2024	Bill Payment (Check)	CJM Plumbing, Heating & AC	-819.43
06/30/2024	Bill Payment (Check)	Continental Screen Printing, Inc.	-125.00
06/11/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-26,014.66
06/18/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-20,550.13
06/25/2024	Bill Payment (Check)	Cornwall Public Library Payroll	-23,904.92
06/30/2024	Bill Payment (Check)	Demco, Inc.	-54.56
06/30/2024	Bill Payment (Check)	Elan Financial Services	-3,516.00
06/30/2024	Bill Payment (Check)	Elizabeth Fisher	-38.33
06/30/2024	Bill Payment (Check)	George J Steele	-320.00
06/30/2024	Bill Payment (Check)	Great Point Pressure Washing	-450.00
06/30/2024	Bill Payment (Check)	Greenwald Doherty LLP	-2,000.00
06/11/2024	Bill Payment (Check)	Hannaford	-16.55
06/30/2024	Bill Payment (Check)	hoopla	-1,025.59
06/30/2024	Bill Payment (Check)	Ingram Library Services	-1,264.58
06/26/2024	Bill Payment (Check)	JNJ Pest Control	-280.00
06/30/2024	Bill Payment (Check)	Julie Bengyak	-200.00
06/30/2024	Bill Payment (Check)	Julie Bengyak	-100.00
06/30/2024	Bill Payment (Check)	Lisa Sinclair	-41.54
06/11/2024	Bill Payment (Check)	Lock Around the Clock	-70.00
06/26/2024	Bill Payment (Check)	Lois Kohlman	-524.10
06/26/2024	Bill Payment (Check)	Marangi Disposal	-166.40
06/26/2024	Bill Payment (Check)	Marie C Clark	-524.10
06/30/2024	Bill Payment (Check)	Matthew Kierstead	-50.00
06/11/2024	Bill Payment (Check)	Nationwide NYS Deffered	-600.00
06/25/2024	Bill Payment (Check)	Nationwide NYS Deffered	-600.00
06/26/2024	Bill Payment (Check)	NET 2 PHONE	-191.88
06/30/2024	Bill Payment (Check)	News of the Highlands Inc	-150.28
06/26/2024	Bill Payment (Check)	NYS & Local Retirement	-640.98
06/18/2024	Bill Payment (Check)	NYS Health Insurance Pending Acct	-5,983.84
06/30/2024	Bill Payment (Check)	Pam Stockton	-10.05
06/26/2024	Bill Payment (Check)	Patricia Rovello	-524.10

06/30/2024	Bill Payment (Check)	Rae Of Light Yoga	-100.00
06/30/2024	Bill Payment (Check)	RCLS	-4,822.15
06/30/2024	Bill Payment (Check)	Rick Stromoski	-450.00
06/30/2024	Bill Payment (Check)	SI Kids	-47.96
06/30/2024	Bill Payment (Check)	Staples	-650.59
06/26/2024	Bill Payment (Check)	Toshiba	-772.84
06/30/2024	Bill Payment (Check)	Toshiba	-84.00
06/30/2024	Bill Payment (Check)	Two by Two Animal Haven	-575.00
06/26/2024	Bill Payment (Check)	Verizon	-119.00
06/11/2024	Bill Payment (Check)	Verizon- Wireless	-15.08
06/26/2024	Bill Payment (Check)	Wini White	-524.10
06/30/2024	Bill Payment (Check)	Yankee Magazine	-49.97
			-110,358.65

Cornwall Public Library

Capital Grant Activity

July 2023 - June 2024

	CAPITAL PURCHASES	TOTAL
Revenue		
4760 Grants/Other	203,288.00	\$203,288.00
9999 Prior Year Grant Back Out	39,000.00	\$39,000.00
Total Revenue	\$242,288.00	\$242,288.00
GROSS PROFIT	\$242,288.00	\$242,288.00
Expenditures		
7000 Grant Expenses Paid in Prior Year	39,000.00	\$39,000.00
8010 Capital Purchase	1,105,300.29	\$1,105,300.29
Total Expenditures	\$1,144,300.29	\$1,144,300.29
NET OPERATING REVENUE	\$ -902,012.29	\$ -902,012.29
NET REVENUE	\$ -902,012.29	\$ -902,012.29



Cornwall Public Library

Budget vs. Actuals: FY23-24- Operating Expenses (100% of FY)

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4002 Local Public Funds	1,427,933.00	1,427,933.00	0.00	100.00 %
4082 Income				
4082.1 Copies	3,724.19		3,724.19	
4082.13 Fines	372.72		372.72	
4082.19 Misc	52.24		52.24	
4082.2 Donation	1,078.18	1,000.00	78.18	107.82 %
4082.3 Lost Item	1,120.64		1,120.64	
4082.7 Faxes	676.10		676.10	
Total 4082 Income	7,024.07	1,000.00	6,024.07	702.41 %
4401 Interest Income	4,944.86	500.00	4,444.86	988.97 %
4706 Friends of the Cornwall Public Library	5,282.11	13,500.00	-8,217.89	39.13 %
4840 RCLS- LLSA	5,290.89	4,810.00	480.89	110.00 %
Total Revenue	\$1,450,474.93	\$1,447,743.00	\$2,731.93	100.19 %
GROSS PROFIT	\$1,450,474.93	\$1,447,743.00	\$2,731.93	100.19 %
Expenditures				
6010 Retirement	61,889.00	61,889.00	0.00	100.00 %
6020 6020 NYS Disability Benenfits	2,125.05	2,125.05	0.00	100.00 %
6030.8 FICA/Medicare Expense	50,371.81	67,267.95	-16,896.14	74.88 %
6060 Worker's Compensation	8,925.89	8,925.00	0.89	100.01 %
6090 Health Insurance	58,698.27	94,238.00	-35,539.73	62.29 %
6141 Professional Library	178,544.18	211,516.00	-32,971.82	84.41 %
6142 Clerical Salary	472,089.43	531,850.00	-59,760.57	88.76 %
6143 Treasurer Salary	6,565.06	6,565.00	0.06	100.00 %
6144 Custodial Salary	20,379.90	27,838.00	-7,458.10	73.21 %
7410 Books	41,644.58	61,850.00	-20,205.42	67.33 %
7410.9 McNaughton	7,329.00	7,329.00	0.00	100.00 %
7411 Movie License	232.50	700.00	-467.50	33.21 %
7412 Video/Music/Books on Tape	35,496.19	45,900.00	-10,403.81	77.33 %
7413 Serials/Reference	11,483.98	19,240.00	-7,756.02	59.69 %
7430 Supplies				
7430.1 Library Supplies	4,122.61	5,604.00	-1,481.39	73.57 %
7430.11 Book Processing	1,436.30	2,200.00	-763.70	65.29 %
7430.2 Office Supplies	11,695.67	11,696.00	-0.33	100.00 %
7430.30 Program Supplies- Adult	2,114.15	3,500.00	-1,385.85	60.40 %
7430.31 Program Supplies- YA	484.55	2,000.00	-1,515.45	24.23 %
7430.32 Program Supplies- JUV	1,471.02	1,500.00	-28.98	98.07 %
7430.33 Summer Reading	4,301.56	10,500.00	-6,198.44	40.97 %
7430.34 Program Supplies- Outreach	251.28	3,000.00	-2,748.72	8.38 %
Total 7430 Supplies	25,877.14	40,000.00	-14,122.86	64.69 %



Cornwall Public Library

Budget vs. Actuals: FY23-24- Operating Expenses (100% of FY)

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7431 Telephone	5,166.75	5,167.00	-0.25	100.00 %
7432 Square Processing Fees	38.73	100.00	-61.27	38.73 %
7433 Postage and Shipping	2,763.59	4,900.00	-2,136.41	56.40 %
7434 Printing	3,462.23	10,000.00	-6,537.77	34.62 %
7435 7435- Travel/Conference	1,795.95	4,500.00	-2,704.05	39.91 %
7437 Professional Fees	0.99		0.99	
7437.1 Prof Fees- Office	22,904.62	22,905.00	-0.38	100.00 %
7437.2 Prof Fees- Adult Programs	440.00	3,893.00	-3,453.00	11.30 %
7437.3 Professional Fees- YA		2,000.00	-2,000.00	
7437.4 Professional Fees- Juv	2,075.00	4,000.00	-1,925.00	51.88 %
7437.5 Professional Fees- Summer Reading Program	850.00	5,000.00	-4,150.00	17.00 %
7437.6 Professional Fees- Outreach	1,100.00	2,500.00	-1,400.00	44.00 %
Total 7437 Professional Fees	27,370.61	40,298.00	-12,927.39	67.92 %
7438 Dues	2,252.00	2,752.00	-500.00	81.83 %
7450 Utilities/Fuel	35,221.00	35,221.00	0.00	100.00 %
7451 Custodial Supplies	1,406.90	3,500.00	-2,093.10	40.20 %
7452 Repairs to Building	22,263.06	24,048.00	-1,784.94	92.58 %
7454 Building Insurance	9,923.62	13,500.00	-3,576.38	73.51 %
7455 RCLS	74,809.85	77,472.00	-2,662.15	96.56 %
7469 Service Contracts	21,989.96	39,052.00	-17,062.04	56.31 %
Total Expenditures	\$1,190,116.23	\$1,447,743.00	\$ -257,626.77	82.20 %
NET OPERATING REVENUE	\$260,358.70	\$0.00	\$260,358.70	0.00%
NET REVENUE	\$260,358.70	\$0.00	\$260,358.70	0.00%

June 2024 Director's Report

Personnel

- Interviewed pages with Dawn Thornton
- Hired new pages

Budget/Financial

- Staff received the one-time Bonus as voted on by the Board on June 21st
- 6/18 Renewed Sam.gov registration # which enables us to get NYS & Federal grants

Programming

- 6/2 River Fest- lots of information about the library given out. Jess did a wonderful job. Some of the Friends of Cornwall Library came to help, and \$21.00 was made.
- 6/7 The job fair was highly successful. Several of the Employers, including CCSD said that it exceeded their expectations, and several job seekers were interviewed
- 6/20 Mystery Book Discussion Group, 12 in attendance
-

Building and Grounds

- A new Bike rack will be arriving soon. Pam H contacted Cornwall town & we are hoping the Cornwall Highway Department can install it for us, after the 4th Holiday
-

Monthly Statistics June 2024 (previous month in parentheses):

Registered borrowers: 7,203 (7,106); Direct Access/Circulation: 9,439 (9,527);

ILL Borrows: 1,602 (1,611); ILL Loans: 1,589 (1,698);

Item Count: 73,146 (73,007);

Wi-Fi: 6,031 (5,486*) *last month, a count was not collected for 5 days while RCLS updated Sonic Walls.

Libby (Overdrive) Checkouts: 3,434 (3,643); Unique Users: 750 (783).

Number of visits to the Library: (5,238)

Meetings Attended: 6/2@ Riverfest 12-2; 6/12 Board of Trustees; 6/10 Friends Meeting.

Note: On 6/18 Lisa and Pam S ran the staff meeting for me(I was out sick), and on 6/21 Mystery book group met without a moderator from CPL. I was attending to a family emergency.

Adult Programming & Outreach Projects: June 2024

Date	Title	Attendance
6/5/24	AARP Safe Driver Course	42
6/7/24	Job Fair	117 *
6/7/24	Interview 101 @ Job Fair	11
6/7-6/14/24	Interview 101 via Zoom	3
6/11/24	Making of a Masterpiece: John Gould's 'Eagles over West Point'	23
6/13/24	Great Decisions: NATO's Future	8
6/15/24	Creative Pollinator Pathways in our Community	14
6/18/24	MSLC: Obstructive Sleep Apnea	19
6/25/24	MSLC: Atrial Fibrillation	22
6/26/24	Scam-Proof Your Life: Fraud Prevention	2
6/27/24	Join Senator Skoufis for a Senior Picnic (Outreach)	40

Total: 325

Creative Writers Workshop: 6/3-4, 6/10-7, 6/17-5, 6/24-8	Total: 24
Notary (Silvana)	Total: 1
Book Club: Out & About	
6/19/24 Killers of the Flower Moon by David Grann	Total: 5

Community Room (CR) & Study Room (SR) Usage:	
Cornwall Garden Club Executive Meeting (SR) 6/5/24	Total: 8
Friends of Cornwall Library (CR)	Total: 12
Cornwall Clean-Up Crew (CR) 6/11/24	Total: 15
Cornwall Chamber of Commerce Meeting (CR) 6/12/24	Total: 8
Stonehollow at Cornwall HOA (CR) 6/26/24	Total: 35

Donations to Friends of Cornwall Library:	
6/5/24 AARP Safe Driving Course.....	\$54.00
6/11/24 Making of a Masterpiece: John Gould's 'Eagles Over West Point.'.....	\$5.00
6/18/24 MSLC: Obstructive Sleep Apnea.....	\$14.00
6/25/24 MSLC: Atrial Fibrillation.....	\$61.00
6/26/24 Theresa D. donation for Brenda's Programming!.....	\$ 50.00
6/26/24 Scam-Proof Your Life/Fraud Prevention.....	<u>\$13.00</u>
	Total June:\$197.00
	Total YTD: \$970.50

June brought summer sunshine, record-breaking attendance and donations to and for our library programming. The health talks continue to bring in a multigenerational crowd who are interested in avoiding health dilemmas and seeking information. The Safe Driving Workshop always gets rave reviews and satisfied attendees. The Gould art presentations are successful and have a wonderfully supportive following. But this month, the Job Fair/Interview 101, Pollinator Pathways, Scam & Fraud Prevention and attendance at the Senior Picnic were all huge hits for the library and community.

The Job Fair provided a professional, comfortable and familiar space for community members to connect with employers for information about jobs, employment training and internships. Positive feedback was received from all categories of attendees. And, there was at least one individual hired and several are in the process of consideration.

The Pollinator Pathways program brought many individuals together in our local area who have similar interests to learn and network. And the Scam-Proof Your Life/Fraud Prevention program was informative, practical and will be repeated to continue to reinforce careful practices for all individuals in our community.

We also had the privilege to participate in the Senior Picnic sharing a table with RCLS. We welcomed 40+ seniors to our table to promote programs, services and assist in answering a multitude of questions for current & new friends. We also discussed some future programming possibilities with a variety of folks who stopped by...or I ran after!

June was a great month, and I am looking forward to enhanced programming in the second half of 2024.

Much thanks to you and Charlotte for supporting and encouraging my Adult Programming efforts,

Brenda

Youth Services -End of Month Report – June 2024

<i>Program name</i>	<i>Date</i>	<i>Children</i>	<i>Teens</i>	<i>Adults</i>	<i>Total Attended</i>
<i>Montessori Tour</i>	<i>6/4</i>	<i>35</i>		<i>4</i>	<i>39</i>
<i>Dog Tales</i>	<i>6/3, 6/17</i>	<i>10, 16</i>		<i>1</i>	<i>27</i>
<i>Teen Vol Orientation</i>	<i>6/6, 6/8</i>		<i>14, 4</i>	<i>5</i>	<i>23</i>
<i>COHES K Tour</i>	<i>6/11</i>	<i>44</i>		<i>10</i>	<i>59</i>
<i>Willow K Tour</i>	<i>6/12</i>	<i>49</i>		<i>20</i>	<i>69</i>
<i>SRP Prep Volunteers</i>	<i>6/13</i>		<i>4</i>		<i>4</i>
<i>Chalk Drawing</i>	<i>6/17</i>	<i>37</i>	<i>5</i>	<i>15</i>	
<i>July 4th Prep</i>	<i>6/28</i>		<i>3</i>		<i>3</i>

TOTALS		191	30	55	224
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Meetings & Outreach

6/4 KOHA Training @RCLS -Lisa
6/17 KOHA Training @RCLS -Liz
6/24 NYS Harassment video -Liz
6/18, Staff Mtg- Lisa

Questions @ the Desk

Reference 202, Circulation 78, Phone 68, Tech 22, ipads lent 41, Programs 27, SRP volunteers 8, SRP questions, New to CPL tours 5 .

Reflections

So very glad we decided to open up the Summer Reading Program Registration-both on-line & in-person-a week prior to our big kickoff event with Jester Jim because the response has been terrific. As of this writing, day 10, 289 kids are participating!
More to come in the following weeks!

Respectfully submitted 7/3/2024 ekf

Adult Services Report June 30, 2024
(Submitted by Dawn S. Thornton)

REFERENCE: Reference Questions: 125 (156) Quick Tech Assists: 55 (35)

1-on-1 Tech Help: 16 (12) Circulation: 68 (68) Directional: 16 (17) Reader’s Advisory: 7 (6) ILL/SEAL: 16 (10) Pull List: 13051 (1181)

Printing: 113(80) Faxing: 3 (0) Phone: 39 (40) Virtual Ref: 1 (4)

Notary Service: 43 (47)

Database Stats: Novelist Plus Searches: 5 (0) Novelist PlusK-8: 0 (1) EBSCO Master FILE Premier: 0 (0)

EBSCO Other: 0 (0) Gale Virtual Ref. Library: 1 (1) Ancestry: 41 (308)

Hoopla: Total Circulations 478 (488); Users 370(192); Usage Breakdown: Digital Audiobook – 200 (238) Digital BingePass – 2(1) Digital Comics – 30 (27) Digital Ebook – 142 (131) Digital Movie – 64 (38) Digital Music – 22 (10) Digital Television – 19 (31).

Tutor.com: User accounts – 1 (0)

NYTimes Digital Subscription Stats:

In-House Library usage sessions (53); page views (113); articles read (77)

Offsite Code redemptions (135); usage sessions (285); page views (1324); articles read 753(306)

PC Usage: Adults’: 319 (327) Children’s:6 (21) Laptops: 1(1) PC Reservations: 0 (0)

Guest Passes: 45(25)

HOME DELIVERIES

Deliveries: 5 (5); Items Delivered: 9 (8); New Sign Ups: 0 (0)

PROGRAMS

**Great Decisions: 8; Members' Choice Book Group: 7; Midday Matinee: 15
Monday Night Movie: 11; Mystery Book Group: 12; Teen Tech Tutors: 6; Opera Program: 16; Creative Writing: 18; Book Chat and Chocolate: 11; Garden Club: 8; Safe Driver: 42; Friends Board: 12; Making of a Masterpiece: 23; Clean Up Crew: 15; Pollinators: 14; Stonewall HOA: 35; Sleep Apnea: 19; Atrial Fibrillator: 22; Skoufis Senior Picnic: 40; Job Fair: 102 seekers, 14 employer attendees.**

Adult Summer Reading kicked off June 24th. So far, we have 40 registrants. We have also stamped Bingo cards and received 20 online submitted book reviews.

The Adults with Developmental Disabilities Kits have been used by our visiting group homes. I would like to implement more activities for this population, with further research, varied kits and movie time.

The table areas had a surprising increase of usage by mature and young adults. We have seen a boom in proctoring as finals testing season reached its peak.

Monday Night Movie has been renamed Tuesday Night Movies at least for the summer, and Andrew is doing a fantastic job facilitating that.

Pam Hawks has proactively created a Cataloging Workflows-to-Koha vocabulary chart that helps to make logical connections between the two ILS systems. She also offered to help train Andrew on Koha. Pam Stockston is continuing her training and learning reference desk procedures.

The last day for reference staff member Catherine will be July 26th. Sharon will no longer have adult reference desk hours. We would like to bring two people onboard to properly staff the reference department.

Having said that, we have 6 new pages.

Strategic Planning Report

The Strategic Planning Committee met Wednesday, June 26, 2024. We agree the committee is acting in a maintenance role at this point and most action steps are in progress. The solar plan and circulation desk needs will need to be addressed by the newly formed 24-25 Buildings, Grounds, & Sustainability committee, and we may want to have a Solar subcommittee due to the volume of work that goes into that process. This would be good to discuss as a Board after reorganization in July. Also, after the new executive committee is established, we would like that committee to handle receipt of responses for the Google form for staff input. Charlotte will then be removed from receiving responses to make the process more anonymous. Finally, Charlotte reported that the Job Fair was a huge success, and the committee is thrilled that one of our goals has had such a successful start. Thanks to Brenda and everyone who made the Job Fair successful!